

CAREER SERVICE PANEL
Minutes of the Meeting
10 April 1972

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Attendees:

Chairman

Secretary

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1. [REDACTED] called the meeting to order at 0908 hours.
2. There were no additions to the agenda for 10 April 1972.
3. No voting decision on the minutes for 6 March 1972 was taken.
4. [REDACTED] pointed out that there had been no action taken on Item 27, minutes of 6 March 1972, which was as follows:

- (27.) [REDACTED] requested that ORD compile a realistic ORD skills list and send a copy to each ORD division.

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[REDACTED] stated he would study the ORD functional directory prepared in October 1971 at the request of AO/ORD to see if it was a suitable source of information on ORD individuals and their expertise.

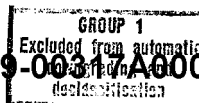
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5. [REDACTED] requested that the six months CSP attendance record be changed to reflect that [REDACTED] was present at the 14 February CSP meeting but not at the meeting on 22 February 1972.

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6. [REDACTED] distributed copies of the following report:

PROMOTIONS: None

QUALITY STEP INCREASES: 25X1A9a

- 25X1A9a
- a. QSI presented to [REDACTED] on 2 March 1972 by D/OL. GS-13, step 5 to GS-13, step 6. (DC/PMS/ORD)
 - b. QSI for [REDACTED] has been approved by Office of Personnel, but an official presentation by OL has not been made as of this date. GS-7, step 2 to GS-7, step 3. (Supply Assistant/ORD)

25X1A9a REASSIGNMENT (Out of ORD):

- a. [REDACTED] Admin. Officer, ORD, GS-13 to DDP on 3 April 1972.

ADDITIONS: 25X1A9a

- a. [REDACTED] Admin. Officer, GS-14 from DDP to Support Staff/ORD on 20 March 1972.

RETIREMENT: 25X1A9a

- a. [REDACTED] Production Control Specialist-Automation, GS-8, AN/ORD, retired on 24 March 1972

TERMINATIONS: None

REASSIGNMENTS WITHIN ORD:

- 25X1A9a
- a. [REDACTED] GS-4, Clerk Typist assigned to AN/ORD on 30 March 1972 from Support Staff/ORD.
- 25X1A9a
- b. [REDACTED] GS-5, Secretary Steno assigned to B&A, Support Staff/ORD on 30 March 1972.
- 25X1A9a
- c. [REDACTED] GS-5, Clerk Typist reassigned from SPG/ORD to P-C/ORD on 20 March 1972.

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Item 6 (Continued)

ADVANCE NOTICE OF TRAINING:

- a. Public Service Awards - 1973
- b. Brookings General Administrative, Science and Policy Conferences - 1972 - 1973.

SPECIAL NOTES:

- a. Competitive Evaluation of GS-14s will be done in July.
- b. Statement of Intent to Promote GS-13s should be made in May.
- c. Promotion Actions on GS-13s will be taken up in June.
- d. Promotion Actions on GS-12s will be taken up in May.
- e. No word has been received from OTR on selection of nominees for the Federal Executive Institute. [REDACTED] was selected as a nominee from ORD.

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- f. [REDACTED] OEL was chosen as a member of the Management Advisory Group. [REDACTED] had been suggested as possible nominees from ORD.

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- g. Performance Appraisal Workshop - Discussion will be held with [REDACTED] about the context of the briefing. There is a possibility that the session will have to be moved to a later date rather than on 19 April 1972 as decided by CSP members.

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7. The CSP then took up the matter of selecting nominees for the Fellowships in Congressional Operations - 1973. Discussion followed on the value of this training to the Agency. The general feeling seemed to be that it did not have too much value to the Agency, but it did help a nominee's career.

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25X1A9a [redacted] moved to recommend the nomination of [redacted] for a Fellowship in Congressional Operations - 1973. [redacted] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

9. [redacted] moved to recommend the nomination of [redacted] P-C for a Fellowship in Congressional Operations - 1973. [redacted] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

10. [redacted] moved to recommend the nomination of [redacted] for a Fellowship in Congressional Operations - 1973. [redacted] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

11. The Chairman directed that the nominees for the Fellowships in Congressional Operations - 1973 as voted in Items 8, 9, and 10 be sent to D/ORD for final selection.

12. There were no ORD nominees for the Executive Seminars - 1972 - 1973.

13. Results of Competitive Evaluation - GS-13s:

Name	Division	Division Rating	Reviewer Rating	CSP Rating	Ranking
[redacted]	AN	A	B	A	1
	SS	C	C	C	8
	AP	C	B	C	5
	AP	A	B	B	3
	AN	C	C	C	8
	AN	B	B	B	4
	P-C	C	*	C	7
	O	B	C	B	6
	AP	D	D	D	9
	P-C	A	C	B	2

* No reviewer, on leave of absence since August 1971.

14. [redacted] moved that the CSP should make it a matter of record that it feels there is a significant difference in the competitive evaluation of [redacted] as he has not been rated in context with his peers as the other technical officers on the GS-13 list. Four members voted in favor of the motion; two members abstained from voting. Motion carried. 25X1A9a

15. The Acting Chairman requested the Recording Secretary to include a discussion on [redacted] on the agenda for the June Career Service Panel Meeting.

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16. [REDACTED] moved that the worksheets on the ORD ranking system for GS-12s and GS-13s be reproduced and distributed to CSP members. [REDACTED] seconded the motion. Three members voted in favor of the motion; two members were not in favor of the motion; one member abstained from voting. Motion carried. 25X1A9a

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17. [REDACTED] moved that the CSP discard its current method of competitive evaluation; adopt the experimental ranking method of evaluation; modify the experimental ranking system method based upon experience. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

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18. [REDACTED] moved that the CSP requirements had been satisfied on Item 6, Agenda - 10 April 1972. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

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19. [REDACTED] moved against consideration of Item 7, Agenda - 10 April 1972 since the CSP has voted to discard the current method of competitive evaluation and adopt the experimental method of evaluation with modifications against experience. [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried. 25X1A9a

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20. [REDACTED] moved that the CSP establish a three-man Panel to begin working on establishing the criteria used in the ORD experimental ranking system; on the next evaluation of GS-14s each division chief work up his own criteria; that the three-man Panel consult with the division chiefs in the interim and bring to the next CSP a recommendation for criteria to be used. [REDACTED] seconded the motion. Four members voted in favor of the motion; two members opposed the motion. Motion carried. 25X1A9a

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21. [REDACTED] appointed [REDACTED] to the Criteria Panel. He requested that the Panel report to the CSP at the May meeting. 25X1A9a

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22. [REDACTED] moved that the results of the experimental ORD ranking system on GS-12s and GS-13s be recorded. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried. 25X1A9a

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23. [REDACTED] moved that the CSP request approval from D/ORD to set up a schedule of briefings away from ORD offices which would be made by GS-14s. This would give the CSP members an opportunity to observe them. Two were in favor of the motion; four members opposed the motion. Motion not carried.

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24. [REDACTED] moved that each division chief send to the Panel a brief description on their GS-14 employees as to activities, responsibilities and accomplishments. [REDACTED] seconded the motion. Four members voted in favor of the motion; one member opposed the motion; one member abstained from voting. Motion carried.

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25. [REDACTED] instructed the division chiefs to send the GS-14 material to the Recording Secretary for distribution to all CSP members by 5 June 1972.

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26. [REDACTED] stated that the next meeting would be on 1 May 1972. (IT HAS NOW BEEN CHANGED TO 8 MAY 1972.)

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27. [REDACTED] moved that the [REDACTED] Acting Chairman CSP prepare a letter of commendation for [REDACTED] in recognition of his excellent performance during the time he served in ORD. It was requested that this letter of commendation be sent to [REDACTED] career service recommending that he be given a QSI for this performance. [REDACTED] seconded the motion.

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28. [REDACTED] moved that [REDACTED] motion be amended to state that the Acting Chairman CSP prepare and forward a letter of commendation for M [REDACTED] to the Chairman of the "S" Career Service and that the Panel consider a recommendation for a QSI as a separate item. [REDACTED] seconded the motion. Five members voted in favor of the motion and one member opposed the motion. Motion carried.

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29. The CSP acted on the motion made by [REDACTED] in Item 27 and amended by [REDACTED] in Item 28 requesting the Acting Chairman CSP prepare a letter of commendation for [REDACTED] in recognition of his excellent performance during the period he served with ORD; that this letter of commendation be sent to the Chairman of the "S" Career Service; and that the Panel consider a QSI recommendation for [REDACTED] as a separate item. Four members voted in favor of the motion; two members were not in favor of the motion. Amended motion carried.

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30. [REDACTED] moved that the CSP consider a recommendation for a QSI for [REDACTED] and that this recommendation be forwarded to D/ORD for his approval. [REDACTED] seconded the motion. Four members voted for the motion, two of these by proxy; four members opposed the motion. Recommendation received a tie vote.

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CSP Meeting
10 April 1972

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(8 May 1972)
REVISION II
CORRECTED SHEET

31. The ORD/CSP Charter was discussed and questions were raised on:

- a. The proxy vote by ORD members.
- b. The voting rights of the Acting Chairman.

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32. [REDACTED] stated the CSP has not previously recognized the proxy vote. He stated he would allow the proxy vote to be considered at this time and become part of the recommendation for a QSI for [REDACTED] as stated in Item 30. 25X1A9a

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33. [REDACTED] stated as Acting Chairman he would make known his views in regard to his voting rights. 25X1A9a

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34. [REDACTED] appointed [REDACTED] to chair an ORD/CSP Charter Panel to review the charter and to formulate a revised charter for discussion and review by the CSP. [REDACTED] were also appointed to the Panel. The Panel was requested to make a July report. 25X1A9a

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35. [REDACTED] stated that he was dissatisfied with the way the discussions were carried on at this meeting. He was particularly concerned about the difficulties generated for the Chairman. He asked that his views be made part of the record. 25X1A9a

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36. [REDACTED] made a statement of intent to promote from GS-13 to GS-14. (To be done in June) 25X1A9a

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37. [REDACTED] made a statement of intent to promote from GS-13 to GS-14. (To be done in June) 25X1A9a

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38. Statement of intent to promote were restated by [REDACTED] on [REDACTED] from GS-12 to GS-13; by [REDACTED] on [REDACTED] from GS-12 to GS-13; and [REDACTED] on [REDACTED] from GS-12 to GS-13. (To be done in May) 25X1A9a

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39. [REDACTED] moved that the CSP meeting adjourn. [REDACTED] seconded the motion. Vote was unanimous. Motion carried. 25X1A9a

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40. Meeting adjourned at 1215 hours.

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[REDACTED]
Executive Secretary
Career Service Panel/ORD

APPROVED:

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Acting Chairman/CSP/ORD

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AGENDA

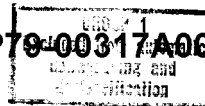
Career Service Panel
Office of Research and Development
10 April 1972

0900 hours
Room 607 - Conference Room

1. Review of agenda for 10 April 1972
2. Review of minutes for 6 March 1972
3.
 - a. Promotions
 - b. Staff changes and additions
 - c. Advance notice of special training
 - d. Nominees for Fellowships in Congressional Operations for Executives - Mid-November 1972 - September 1973
 - e. Nominees - Executive Seminar Centers for Fiscal Year 1973
4. Competitive Evaluation - GS-13s
5. ITEM I (Minutes - 14 February 1972)
 - a. Review of present ORD procedures as to competitive evaluation and make any recommendations or changes
 - b. Other recommendations for competitive evaluation
6. ITEM II (Minutes - 14 February 1972)
 - a. FMSAC 10 Year Staffing Projections
 - b. FMSAC Projected Professional Losses during FY 71-80
 - c. FMSAC Projected Cumulative Promotional Headroom FY 71-80
 - d. FMSAC Promotional Readiness of Professionals FY 71-80
 - e. ORD Projected Office Staffing Requirements & Headroom
7. Consider a three-man Sub-Panel Evaluation Committee
8. Criteria used in ORD Experimental Ranking System
9. Methodology used for Establishing Ranking Ratings
10. New business

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